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CONFIDENTIAL

20 May 1955

MEMORANDUM FOR: Deputy Director (Support)

THROUGH : Comptroller

SUBJECT : Use of Official Funds

1. On 31 March 1955, the Finance Division transmitted a memorandum along with the Quarterly Statement of Account, to all employees with account balances that were more than six months delinquent. This memorandum advised the employee that unless appropriate arrangements were made to liquidate the delinquent balance by accounting and/or refund within thirty days from the date of the memorandum, action would be taken to effect recovery of the delinquent balance by withholding from salary.

2. Of the two hundred thirty-nine employees involved in this process, only the following have neglected to settle, or make appropriate arrangements to settle, their delinquent advance balances:

NAME	OFFICE TO WHICH ASSIGNED	AMOUNT
25X1A [redacted]	TSS	$ 3.76
	FE Division	36.28
	NE Division	356.01

3. The appropriate Payroll Offices have been instructed to effect collection of these indebtednesses by withholding up to two-thirds of the employee's gross salary, effective with the pay period beginning 8 May 1955.

4. In accordance with your previous instruction, these cases are called to your attention in that they possibly involve misuse of Government funds.

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No Change in Class. ☐
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25X1A [redacted]
Acting Chief, Finance Division

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